

December 15, 2004

Name
Title
Organization
Address
City, State, Zip

Dear Principal:

The Executive Office of Environmental Affairs and the Division of Capital Asset Management are pleased to announce the establishment of the Commonwealth of Massachusetts Sustainable Design Roundtable. We have formed the Roundtable to explore ways in which the state can actively promote sustainable design practices in public building projects and projects receiving state aid or oversight. We would like to invite you to lend your expertise to this very important effort.

Over the next year, the Roundtable will work to facilitate in-depth discussions among design and construction professionals and other experts from the public and private sectors. The Roundtable has two goals: to examine key barriers to incorporating sustainable design techniques into public building projects and to develop strategies and solutions that will address these barriers. The first meeting will be held on **Thursday, January 13, 2005 at 100 Cambridge Street, Boston, on the 2nd floor**. Attached please find more detailed materials regarding this effort.

We are convening the Roundtable to build upon initial work of building professionals in 2002. (A report on this meeting's findings can be found at www.mass.gov/envir/Sustainable under "Resources.") We are able to undertake this rigorous follow-up in part thanks to funding from the Massachusetts Technology Collaborative.

If you cannot personally participate on the Roundtable, please do not hesitate to designate an appropriate staff member who will be able to participate fully in the Roundtable process. If you would like more information or have any questions, please contact Marie Zack Nolan, EOE's Sustainable Design Research Coordinator, at 617-626-1124 or via email at marie.nolan@state.ma.us. **Please complete and return the attached form by January 3, with the relevant contact information.** Lastly, please be aware that in order to gain entry into 100 Cambridge Street, you will need to pass through security; be ready to show a photo ID.

As the Commonwealth strives to improve our environmental performance, reduce fiscal impacts, and better serve our constituents, we look forward to working with you on this exciting endeavor.

Sincerely,

Ellen Roy Herzfelder
Secretary, EOE

David Perini
Commissioner, DCAM